

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Public Health Initiative Nurse
DEPARTMENT: Local Health
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: December 2008

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Perry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Public Health Initiative Nurse for the Perry County Health Department, responsible for providing education, health and nursing care to County residents and ensuring compliance with established policies, practices, protocols, and professional and public health standards.

DUTIES:

Manages the care of patients using established protocols, ensuring compliance with all applicable Perry County Health Department policies and procedures, Indiana State Department of Health (ISDH) standards, HIPAA regulations, and all other Federal and State laws relating to privacy, confidentiality, and service delivery.

Conducts patient education by providing oral and printed information to patients, office/clinic visitors, and the public regarding various health topics, such as sex education, sexually transmitted diseases, self-breast exams, pregnancy, smoking cessation, and AIDS/HIV.

Administers immunizations to infants, children and adults, provides head lice checks and education on head lice/nit removal, and performs lead testing and tuberculosis testing as necessary.

Maintains CHIRP immunization program, including verifying and entering new vaccines in computer. Maintains patient immunization records and sends out reminders to parents/guardians for immunization updates.

Provides child restraint education/information to parents/caregivers, including distributing brochures and demonstrating proper car seat installation and proper placement of child in car seat. Delivers new car seats to low income homes.

Performs pregnancy tests, determining results, signing positive pregnancy certification for Medicaid enrollment, and providing education, counseling and/or referrals as appropriate. Completes and submits pregnancy test data to ISDH.

Performs STD and HIV testing, obtains specimens for diagnostic purposes, analyzes and records results, prepares and dispenses medications as directed, and conducts follow-up contacts with patients and their partners, pharmacies, and other medical facilities. Completes and files required reports with ISDH.

Completes new patient enrollment/registration forms and maintains detailed patient records.

Maintains current knowledge on tobacco and related health concerns, responding to questions on tobacco/health related topics and providing appropriate research information and statistics.

Assists Public Health Nurse as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associate degree, current licensing as, or Licensed Practical Nurse in the State of Indiana.

Certification in CPR, TB skin testing, and/or other areas as required for public health programs/operations.

Thorough knowledge of standard policies and practices of Perry County Health Department and ability to apply appropriate procedures accordingly.

Knowledge of public health laws and accepted principles and practices of public health nursing, with ability to effectively examine and screen individuals, assess needs, and provide information, treatment, assistance, and referrals.

Knowledge of health and social services available to Perry County residents, with ability to implement public health programs and facilitate referrals as appropriate.

Knowledge of standard filing systems and ability to create and maintain Department files and records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

Ability to effectively communicate orally and in writing with co-workers, other County departments, ISDH, social service agencies, personnel from various health-related agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult persons.

Ability to operate a variety of standard office and medical equipment, such as computer, calculator, telephone, copier, fax machine, syringes, pregnancy test kits, blood pressure equipment, stethoscope, and thermometer.

Ability to effectively conduct field visits and resolve related emergencies and problems as situations demand.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to understand, memorize, retain, and carry out verbal or written instructions.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and make simple arithmetic additions/subtractions.

Ability to maintain positive community support/public relations and plan/present public speaking presentations and special events.

Ability to work extended hours and evenings and occasionally travel out of town for meetings/training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's work is broad in range and often requires careful consideration of complex circumstances and variables. Incumbent performs duties according to applicable guidelines and established policies and procedures, exercising judgment to effectively implement health programs, examine and evaluate individuals, and provide information, counseling, treatment, assistance and/or referrals.

III. RESPONSIBILITY:

Incumbent assures proper implementation of public health programs, including examining, educating, testing and treating individuals. Goals and objectives of incumbent's work are known, with highly unusual circumstances and/or sensitive problems discussed with supervisor as needed. Work is primarily reviewed for compliance with applicable policies and guidelines and continuing quality of Health Department services for Perry County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, ISDH, social service agencies, personnel from various health-related agencies, and the public for purposes of exchanging information, and providing health screening, treatment and education.

Incumbent reports directly to Public Health Nurse.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a medical setting, involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, bending, reaching, crouching/kneeling, close vision, color perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to irate/difficult persons. Incumbent is regularly exposed to normal health hazards associated with public health nursing for which universal health precautions must be followed to ensure safety of self and others.

Incumbent regularly works extended hours and evenings and occasionally travels out of town for training, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Public Health Initiative Nurse for the Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

health/phi nurse